

Dear Applicant:

Thank you for your interest in employment with the City of Bryan Fire Department. We have scheduled the written examination for the position of Probationary Firefighter for Friday, October 8, 2004. The exam will begin promptly at 1:30 p.m. and will be held at the Brazos Center, which is located at 3232 Briarcrest Drive in Bryan. A map is enclosed.

Also enclosed is information regarding the basic requirements for the position, as well as what will be administered for the fitness assessment and physical agility test. If you meet the basic requirements and are still interested in applying with the Bryan Fire Department, you must complete the enclosed City of Bryan Employment Application form and return it to us no later than **5pm Friday, October 1, 2004**. *Applications submitted by mail must be postmarked by Friday, October 1, 2004.*

Additionally, if you received an honorable discharge from the armed services of the United States, you must furnish a copy of your DD-214 form by the application deadline in order to receive an additional five (5) points to your final score, should you pass the written examination. Additional points will not be added to failing scores and only an "Honorable Discharge" is recognized. Forms will not be accepted at the test site for the additional points.

It is imperative that you arrive to the test site on time. Sign-in will take place approximately 15-20 minutes prior to the start of the exam. You must present a valid photo ID in order to be admitted. Persons arriving late, failing to provide proper identification or those who did not return a completed Employment Application form will not be admitted. NO EXCEPTIONS.

Also, please be aware that the written exam and the grading process will take approximately four (4) hours to complete. The Fire Department will be conducting the fitness assessment and the physical agility test beginning Saturday morning, October 9th, to all applicants who pass the written exam, so please make any necessary arrangements to be able to participate on that date. You will need to wear comfortable, non-restrictive clothing for the physical agility test. More information on that process and further screening processes will be announced at the completion of the written exam on October 8, 2004.

Again, we appreciate your interest in wanting to become a part of the Bryan Fire Department and look forward to seeing you on Friday, October 8th. If you have further questions, you may contact Tina Person at (979) 209-5060. Questions specifically about the Bryan Fire Department may be directed to Assistant Fire Chief Ricky Van at (979) 209-5968.

Sincerely,

Melanie Caballero  
Human Resources Director/  
Civil Service Director

Enclosures: City of Bryan Employment Application  
BFD Information Sheet (3 pages)  
Map

# **CITY OF BRYAN EMPLOYMENT APPLICATION**



*An Equal Opportunity Employer*



# CITY OF BRYAN

## Employment Information Page

Human Resources \* 300 South Texas Avenue \* Bryan, Texas 77803 \* Job Line: (979) 209-5069 \* Fax (979) 209-5059

### AN EQUAL OPPORTUNITY EMPLOYER

Thank you for your interest in employment with the City of Bryan. The City of Bryan is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice so that your request may be accommodated.

### INFORMATION FOR APPLICANTS (READ CAREFULLY)

- The City of Bryan requires all individuals who wish to be considered for employment to complete and sign an Employment Application form. A resume may be attached; however, **the application form must be completely filled out in order to be accepted**. Incomplete applications, including failure to sign the application form, or applications that are not legible **will not** be accepted and may be returned to you for completion. If this occurs, your application may not meet the posted deadline.
- A **separate** application form must be submitted for each position for which you are applying. Photocopies may be substituted for an original application form; however, the City of Bryan will not provide photocopies of applications or resumes.
- Completed applications **must** be received in the Human Resources office **no later** than 5:00 p.m. on the date of the deadline. Application forms postmarked by the deadline will be accepted.
- The application form and all attachments become the property of the City of Bryan. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Division.
- The process takes approximately 2-3 weeks from the closing date listed in the Job Announcements bulletin; however, some positions may take longer. The hiring supervisor will contact applicants selected for interview and make the final hiring decision.
- For information concerning the status of your application, please call Human Resources at 979-209-5060.
- All information on the application form and/or an attached resume is subject to verification by the hiring division/department and/or the Human Resources Division. After a conditional offer of employment is made, a criminal history check, a medical examination, and a drug and/or alcohol test will be required for all positions; verification/review of a drivers license record may be administered if it is a requirement of the position. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City of Bryan.



# CITY OF BRYAN

## Voluntary Disclosure Statement

HUMAN RESOURCES USE ONLY

NAME \_\_\_\_\_ SS# \_\_\_\_\_

Req. # Entered Status

The City of Bryan is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, be kept separately from your application, and shall in no way affect a decision regarding your employment.

DATE OF BIRTH: \_\_\_\_\_ SEX Male Female  
Month / Day / Year

### RACE / ETHNIC IDENTIFICATION

**Caucasian** WHITE, NOT OF HISPANIC ORIGIN. ALL persons having origins in any of the original peoples of Europe, North Africa, or Middle East.

**Black** NOT OF HISPANIC ORIGIN. ALL persons having origins in any of the black racial groups of Africa.

**Hispanic** ALL persons of Mexican, Puerto Rican, Cuban, Central or South American, or their Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** ALL persons having origins in any of the original peoples of the Far East, Southeast, Asia, the Indian Subcontinent, or the Pacific Islands. This area includes: China, Japan, Korea, The Philippine Islands, and Samoa.

**American Indian or Alaska Native** ALL persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

### VETERAN STATUS

None (includes those with insufficient military service to qualify for Veteran Status) Disabled Vietnam-era Veteran

Non-Disabled Vietnam-era Veteran Disabled Veteran

Non-Disabled Veteran other than Vietnam Conflict

**DISABLED:** Yes No

"Disabled" means (1) a physical or mental impairment that substantially limits one or more of such person's major life activities, (2) a record of such impairment, or (3) regarded as having such an impairment.

If yes, describe the nature of your handicap or disability: \_\_\_\_\_

Identify the accommodations the City of Bryan could make that would enable you to perform the essential functions of the position properly and safely, including special equipment, changes in physical layout of the job, alteration of certain responsibilities relating to the position, or other accommodations. (If necessary, use reverse side.) \_\_\_\_\_

### SOURCE OF REFERRAL

Walk-in \_\_\_\_\_ Friend (name) \_\_\_\_\_

City's 24-hr Job Line \_\_\_\_\_ Job Fair (specify) \_\_\_\_\_

Web-Page (specify) \_\_\_\_\_ Newspaper (specify) \_\_\_\_\_

City Employee (name) \_\_\_\_\_ Recruiting Agency (specify) \_\_\_\_\_

Other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CITY OF BRYAN

## Employment Application

Human Resources \* 300 South Texas Avenue \* Bryan, Texas 77803 \* Job Line: (979) 209-5069 \* Fax (979) 209-5059

Today's Date:	Position Applying For:	Requisition #:
Date Available for Work:	Expected Wage/Salary:	

### PERSONAL INFORMATION

Last Name	First Name	MI	
Other names used on official records (maiden, alias, etc.)		SS#	
Present Address	City	State	Zip
Home Phone # ( )	Alternate Phone # (Please specify - work, message, other) ( )		
Driver's License #	Class	State	Expiration Date

If employed, can you furnish proof of US citizenship or declaration of intent? (Check One)		YES	NO
Have you ever served in the Armed Services : (Check One)		YES	NO
Dates of Service: FROM	TO	Type of Discharge:	

Have you ever been convicted of, or have charges pending for, a felony or misdemeanor, other than a minor traffic violation?		YES	NO
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NOTE: This includes offenses for which probation or deferred adjudication was granted.

If "yes", please provide the following information: (If more room is needed, provide on back or attach additional pages)

Date	Nature of Offense	Name of Court	Disposition of Case

**IMPORTANT!** A conviction record will not necessarily bar employment. Factors such as nature of offense, date, and relationship between the offense and the position for which you are applying will be considered. However, a false statement or omission of any information will bar employment.

Are you related to any current City of Bryan employee or anyone currently on the Bryan City Council? (Check One)		YES	NO
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If "yes", please provide the following information:

Name	Relationship	Department
Name	Relationship	Department

Have you previously worked for the City of Bryan? (Check One)		YES	NO	IF "yes", please provide the following information:
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Dates of Employment	Position/Department
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Reason for Leaving:
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## EDUCATION

If hired, applicants will be required to provide applicable copies of diplomas, degrees and/or transcripts.

HIGH SCHOOL	Did you graduate?	YES	NO	If "NO", did you obtain a GED? (Check One)      YES      NO											
				If "NO", check highest grade completed:											
				1	2	3	4	5	6	7	8	9	10	11	12
COLLEGE	Name	Location						Major or Special Courses				Degree Received			
TRADE / TECHNICAL SCHOOL	Name	Location						Major or Special Courses				Degree Received			

## LICENSES, CERTIFICATES & OTHER FORMS OF RECOGNITION

Applicants may be required to provide copies of licenses and certificates.

Type of License or Certificate (CPA, Attorney, Operator, etc.)	Issued By (state or other authority)	Expiration Date

List any Honors or Recognitions you have received.

## SKILLS

List all skills you possess and machines or office equipment you can operate or use.

Office Equipment	
Computer Hardware	
Computer Software	
Heavy Equipment	
Bilingual Skills	
Technical/Skilled Craft (mechanic, electrician, engineering, etc.)	
Maintenance Skills (painting, custodial, grounds, etc.)	
Supervisory/ Management	
Customer Services/Interpersonal Relations	
Other Skills	

## EMPLOYMENT HISTORY

List positions held in chronological order beginning with the current or most recent employer (including Military Service).

From (Mo/Yr)	To (Mo/Yr)	Employer Name	Employer Address	Employer Phone #
				(      )
Supervisor's Name and Title:			May we contact this employer? (Check One)      YES      NO	
Position Held:			Beginning Wage/Salary:	Ending Wage/Salary:
Briefly describe job duties:				
Reason(s) for leaving or desiring change:				
From (Mo/Yr)	To (Mo/Yr)	Employer Name	Employer Address	Employer Phone #
				(      )
Supervisor's Name and Title:			May we contact this employer? (Check One)      YES      NO	
Position Held:			Beginning Wage/Salary:	Ending Wage/Salary:
Briefly describe job duties:				
Reason(s) for leaving or desiring change:				
From (Mo/Yr)	To (Mo/Yr)	Employer Name	Employer Address	Employer Phone #
				(      )
Supervisor's Name and Title:			May we contact this employer? (Check One)      YES      NO	
Position Held:			Beginning Wage/Salary:	Ending Wage/Salary:
Briefly describe job duties:				
Reason(s) for leaving or desiring change:				
From (Mo/Yr)	To (Mo/Yr)	Employer Name	Employer Address	Employer Phone #
				(      )
Supervisor's Name and Title:			May we contact this employer? (Check One)      YES      NO	
Position Held:			Beginning Wage/Salary:	Ending Wage/Salary:
Briefly describe job duties:				
Reason(s) for leaving or desiring change:				
Please explain any gaps in employment history:				

## Employment, Professional, and/or Academic References

(Please complete all sections)

Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Telephone Number  (      )
Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Telephone Number  (      )
Name		Years Known
Organization Where Person Is Employed	Address of Company or Person	Telephone Number  (      )

Permission is granted to contact the above references other than current employer: (Check One)      YES      NO

Permission is granted to contact current employer: (Check One)      YES      NO

I understand that in order to achieve uniformity and to comply with city policy, the City's offers of employment are limited to those contained in written offer letters to prospective employees. I also understand that any verbal discussions of terms or conditions of employment by the city representatives are not binding upon the City unless confirmed in such offer letters.

I understand that my employment is contingent upon the satisfactory completion of verification of information contained in this application, a background check which may include criminal history and driving record verification, etc.

I understand that I may be required to submit to a medical examination and/or test for drugs and/or alcohol by a physician and laboratory selected by and at the expense of the City of Bryan at such time(s) as is required.

I also understand that should I be employed by the City, I will be required in accordance with the Immigration Reform and Control Act of 1986 (IRCA), to provide, on my first day of employment, documents providing proof of my identity and employment eligibility status. I acknowledge that this verification is a condition of employment and that failure to comply will void my offer of employment.

I understand that should I be employed by the City of Bryan, my employment is "at will". This means that either party may end the relationship at any time, with or without notice, as prescribed by the City's policy. There is no promise or guarantee that my employment will continue for any specified period of time.

I have read and understand the provisions outlined above and affirm that the information contained in this application is accurate and complete, and is subject to verification by the City of Bryan. I understand that any false information, omissions of facts or misrepresentations may disqualify me from employment with the City of Bryan or if hired, immediate discharge from employment.

➤ \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date





## **APPLICATION PROCESS**

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The City of Bryan hires firefighters from an eligibility list, which consists of applicants who have successfully passed a written examination. The list remains valid for one (1) year, unless exhausted sooner. After passing the written exam, the applicant must pass a fitness assessment and task proficiency assessment, a thorough background investigation, the Behavioral Personnel Assessment Device (B-PAD), an oral interview, a physical examination, and a drug screen. The applicant must successfully complete the above criteria before a final review is done and a job offer is made. Failure to meet the minimum requirements, false statements made in any material fact, any information intentionally withheld or omitted, or any deception or attempt of deception or fraud at any point during the employment process by the applicant shall result in immediate disqualification. Applicants may be disqualified at any phase of the process.

## **CITY AND DEPARTMENT**

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Bryan is a city noted for its warmth and hospitality. It covers an area of 34.5 square miles and has a population of over 65,000. Situated in the center of the "Texas Triangle" formed by Houston, Dallas/Fort Worth and San Antonio, over 80% of the state's population is within three hours drive from Bryan. Bryan and its sister city, College Station, are also privileged to be the home of the Texas A&M University and the George Bush Presidential Library. The Bryan Fire Department has an operational budget of approximately \$6.5 million with 91 full-time employees operating out of four fire stations. The department provides fire protection and emergency medical services to the City of Bryan, as well as EMS to the northern half of Brazos County.

## **MINIMUM REQUIREMENTS**

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- United States citizen.
- Between the ages of 18 and 35.
- Possess a High School diploma or GED, and be able to read and write the English language.
- Licensed or certified (or certifiable) EMT through the Texas Department of Health.
- Must meet all legal requirements of the Texas Commission on Fire Protection Personnel Standards and Education.
- Basic Firefighter Certification (or certifiable).
- Meet the physical standards for the position.
- Possess a valid Class B Exempt Texas Operators License with a good driving record.
- If applicable, military service with honorable discharge as stipulated on DD-214 Form.
- No felony convictions or major misdemeanor charges or admissions.
- Good moral character, stable employment history and no history of any conduct which may affect suitability for firefighter work.

## FITNESS ASSESSMENT

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You will have 12 minutes to run/walk one (1) mile. You can either run, walk, or do a combination of each. However, you can not stop forward movement. This task will be separate from all other tasks. Should you pass this assessment, you will report to the Bryan Fire Department drill field for the remaining tasks. (Directions to the drill field will be given at the test.)

## TASK PROFICIENCY ASSESSMENT

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**NATURE OF ASSESSMENT:** All exercises in the Physical Proficiency Examination are simulations of the actual tasks performed by the Bryan Firefighters in the discharge of their duties. All tasks are to be performed with bunker coat, gloves, helmet and air pack (except the ladder climb). Tasks 1 through 9 will be performed continuously with no breaks between tasks. If you are unable to perform a task, you will continue testing and retry that task at the end of the test. There will be no breaks between the end of the test and the task you are re-testing for. You will only be allowed one re-test.

- TASK 1** With the ladder fully extended at 70 degrees, climb to the top platform without stopping. You will be tied off with a safety line. Gloves and helmet only.
- TASK 2** Pick up nozzle end of 100-ft of A 1 ¾ inch hose and drag the hose 75 ft. to a pre-positioned drum. Make a 90 degree turn and continue an additional 25 ft. Place nozzle in box, kneel on one knee, and pull remaining 75 ft. across finish line.
- TASK 3** Using hand-over-hand technique, raise the flies of a 35 foot extension ladder to maximum height.
- TASK 4** Carry a 50 foot rolled section of double jacketed 3 inch hose from the base of the training tower up to the fourth floor and back down to the base.
- TASK 5** Carry a 50 foot roll of 3 inch hose, walk the length of a 28 foot ladder laid on the ground. Stepping only on the side rails and without stepping off the ladder.
- TASK 6** Stand at the fourth story of the training tower, pull a 35 pound equipment bag that is attached to a 1/2 inch rope to the top of the railing. You must use a hand-under-hand method. The rope can not touch the railing. Once you start, you can not stop upward movement of the equipment bag.
- TASK 7** Walk 50 yards, pick up a 165 pound rescue mannequin, and drag it back to your starting point without stopping.
- TASK 8** Using a 8 pound sledgehammer, move the Keiser slide to the opposite end in 22 hits.
- TASK 9** Pick up a positive pressure fan and walk 25 yards without setting it down.

## SALARY

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Probationary Firefighter - \$27,839/year  
Firefighter - \$29,732- 36,662/year

## BENEFITS

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- Longevity Pay - \$4.00/month for each year of service; maximum of \$100/month.
- Sick Leave - 15 days (7 1/2 24-hour shifts) per year; unlimited accumulation.
- Vacation – 15 days/year.
- Holidays - 10 paid and 2 additional floating holidays per year.
- Certification pay.
- Group health insurance with deductible, flexible spending accounts, and Section 125 options.
- Life insurance, long term disability and workers' compensation. Optional life insurance and deferred plans are also available.
- Retirement plan with the Texas Municipal Retirement System. Employees contributes 7%, city matches 2:1. Retirement with 20 years service any age, or at age 60 with 5 years of service.
- Opportunity to attend training schools.
- Equipment and uniforms are furnished.
- Employee Assistance Program.
- College tuition reimbursement program.
- Shift schedule - 24 hours on / 48 hours off.

### **The City of Bryan is an Equal Opportunity Employer**

For more information please contact:  
City of Bryan Human Resource Department  
300 S. Texas Ave.  
Bryan, TX 77801  
(979) 209-5060

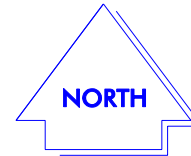
Or go to: [www.bryantx.gov/departments/hr](http://www.bryantx.gov/departments/hr)

**CITY OF BRYAN**  
**CLASSIFIED FIRE PAY SCHEDULE**  
**EFFECTIVE 1/05/04**

POSITION NO.	RANK	GRADE/ STEP	ANNUAL RATE	MONTHLY RATE	HOURLY RATE	REQUIREMENT
4012	Prob. Fire Fighter	F01-1	\$27,839	\$2,320	\$9.56	Start of Probation Period
4008	Fire Fighter	F02-1	\$29,732	\$2,478	\$10.21	Completion of Probation
		F02-2	\$31,945	\$2,662	\$10.97	1 year at F02-1
		F02-3	\$34,245	\$2,854	\$11.76	1 year at F02-2
		F02-4	\$36,662	\$3,055	\$12.59	3 years at F02-3
4007	Fire Driver	F03-1	\$41,205	\$3,434	\$14.15	Promotion to Driver
		F03-2	\$41,845	\$3,487	\$14.37	3 years at F03-1
		F03-3	\$42,428	\$3,536	\$14.57	4 years at F03-2
		F03-4	\$43,098	\$3,591	\$14.80	3 years at F03-3
4006	Fire Lieutenant	F04-1	\$44,874	\$3,739	\$15.41	Promotion to Lieutenant
		F04-2	\$45,515	\$3,793	\$15.63	3 years at F04-1
		F04-3	\$46,243	\$3,854	\$15.88	4 years at F04-2
		F04-4	\$47,000	\$3,917	\$16.14	3 years at F04-3
4016	Fire Battalion Chief	F06-1	\$51,280	\$4,273	\$17.61	Promotion to Battalion Chief
		F06-2	\$52,882	\$4,407	\$18.16	3 years at F06-1
		F06-3	\$54,425	\$4,535	\$18.69	4 years at F06-2
		F06-4	\$56,114	\$4,676	\$19.27	3 years at F06-3
4005	Chief Inspector/Arson Investigator	F07-1	\$51,272	\$4,273	\$24.65	Promotion to Chief Insp/Ars.Inv
		F07-2	\$52,894	\$4,408	\$25.43	3 years at F07-1
		F07-3	\$54,413	\$4,534	\$26.16	4 years at F07-2
		F07-4	\$56,118	\$4,677	\$26.98	3 years at F07-3
4002	Fire Marshal	F08-1	\$61,069	\$5,089	\$29.36	Promotion to Fire Marshal
		F08-2	\$62,920	\$5,243	\$30.25	3 years at F08-1
		F08-3	\$64,834	\$5,403	\$31.17	4 years at F08-2
		F08-4	\$66,830	\$5,569	\$32.13	3 years at F08-3
4014	Asst Fire Chief - Training	F09-1	\$61,069	\$5,089	\$29.36	Promotion to Asst. Chief
4015	Asst. Fire Chief - EMS	F09-2	\$62,920	\$5,243	\$30.25	3 years at F09-1
	(Non-Appointed Positions)	F09-3	\$64,834	\$5,403	\$31.17	4 years at F09-2
		F09-4	\$66,830	\$5,569	\$32.13	3 years at F09-3

WACO  
85 Mi.

DALLAS  
165 Mi.



SCALE:  
0 1/2 Mi. 1 Mi.

HARVEY MITCHELL PKWY

TEXAS AVE.

EAST ST HWY 21

COULTER AIRPORT

2818

6 190

21 190

21

WILLIAM JOEL BRYAN PKWY

**Bryan**  
Texas

SAN ANTONIO - 165 Mi.  
AUSTIN - 100 Mi.

2818

Bus 6

20TH TEXAS AVE

VILLAMARIA

S COLLEGE

308

BRIARCREST CAMPUS DR.  
EARL RUDDER FREEWAY

1179

BOONVILLE ROAD

UNIVERSITY DR.

60

HARVEY RD.

158

30

6

HOUSTON  
96 Mi.

**BRAZOS CENTER**  
**3232 BRIARCREST DR.**

CITY OF COLLEGE STATION

60

EASTERWOOD AIRPORT

VILLA MARIA

1179

47